



## OFFICE OF THE CITY SECRETARY

---

**TO: CANDIDATES FILING FOR CITY OF SUGAR LAND  
CITY OFFICERS' ELECTION**

**FROM: GLENDA GUNDERMANN, CITY SECRETARY**

**DATE: DECEMBER 16, 2013**

**SUBJECT: CITY OFFICERS' ELECTION MAY 10, 2014**

**POSITIONS:**

**MAYOR  
COUNCIL MEMBER AT LARGE POSITION ONE  
COUNCIL MEMBER AT LARGE POSITION TWO**

Thank you for considering to offer your services to the citizens of the City of Sugar Land by becoming a candidate for the city officers' election.

As a candidate you have the obligation to comply with certain applicable state statutes and local ordinances. In an effort to assist you, a candidate packet has been prepared with the necessary forms and instructions. You are encouraged to read the enclosed materials to become informed prior to filling out the specific forms. Election information is posted on the city website and updated regularly during the election period <http://www.sugarlandtx.gov/>.

All candidates for office must meet all qualifications to serve on City Council as defined in Section 2.02 of the City of Sugar Land Charter:

***Qualifications for Elected Officials (Sec. 2.02 City of Sugar Land Charter)***

- ◆ Be twenty-one (21) years of age or older
- ◆ A city resident for at least one (1) year preceding election
- ◆ A district council member must be and shall during the term of office maintain residency in the district to which elected.
- ◆ No council member shall hold any other city office or city employment while serving as a council member or hold any paid city employment within two (2) years thereafter.

The two year term of office for election of the Mayor and Council Members At Large is May 2014 to May 2016.

**CANDIDATES FOR CITY OFFICERS' ELECTION  
DECEMBER 16, 2013  
PAGE TWO**

Any person desiring to have his name placed on the official ballot for an election may do so by filing an application for a place on the ballot with the City Secretary. The **first business day for Candidate filing is 8:00 a.m. January 29, 2014; the deadline for filing is 5:00 p.m. February 28, 2014.**

As City Secretary it is my responsibility to advise you of certain requirements under the Texas Election Code, which are applicable to candidates in municipal elections. It is the duty of the candidate however, to become familiar with the laws applicable to campaigns for office. While candidates may certainly expect the City Secretary to be able to advise them when reports are due; the responsibility of the City Secretary is limited to accepting and filing the various applications, affidavits and statements, noting the date and time of filing thereon. The City Secretary should not, however, be expected to judge or comment upon the timeliness or sufficiency of filed candidate reports. Campaign documents and reports are public records and are open for inspection by any candidate or person.

The Texas Ethics Commission requires that every candidate file an appointment of campaign treasurer before accepting any campaign contributions or making and/or authorizing any campaign expenditures; including campaign expenditures from personal funds or in-kind services.

The following forms and instructions are provided for your use in the May 10, 2014 City Officers' Election:

***THE TEXAS ETHICS COMMISSION RULES REGULATING POLITICAL FUNDS AND CAMPAIGNS EFFECTIVE SEPTEMBER 01, 2013:***

You are encouraged to review this information in its entirety. The Commission requires that accurate records be kept and that timely reports be made for all contributions and expenditures as required under Title 15 of the Texas Election Code. The Texas Ethics Commission publishes a campaign finance guide designed to explain your responsibilities as a filer. The Commission encourages you to read the appropriate guide before you begin accepting political contributions or making or authorizing political expenditures. This and other information is provided for your convenience and review.

- Copy of **Application for a place on City of Sugar Land General Election Ballot:** The first business day for filing is **Tuesday, January 29, 2014;** the last day for filing is **5:00 p.m., Friday, February 28, 2014.** The loyalty oath is included on this form; there is no filing fee.
- Copy of **Declaration of Write-In Candidacy for a place on City of Sugar Land General Election Ballot:** The declaration of regular write-in candidacy is to be filed with the City Secretary not later than **5:00 p.m. Friday, February 28, 2014.** The loyalty oath is included on this form.

**CANDIDATES FOR CITY OFFICERS' ELECTION**  
**DECEMBER 16, 2013**  
**PAGE THREE**

- Copy of **Appointment of a Campaign Treasurer by a Candidate (Form CTA):** Form is to be filed with the City Secretary prior to acceptance of any campaign contributions or making and/or authorizing any campaign expenditures, including those from personal funds, and/or at the same time as the application for a place on the ballot is filed. The form provides a statement that must be acknowledged regarding the nepotism law. An explanation of the law is in footnote number two on the reverse side of the form. An Amendment (Form ACTA) for appointment is also provided for your convenience.
- Copy of **Candidate/Officeholder Campaign Finance Report Instruction Guide and one copy of Form C/OH:** The reports are to be filed with the City Secretary on the dates prescribed on the form and on the calendar. Additional copies are available in the Office of the City Secretary or you may reproduce the forms as needed. A **Corrected Form C/OH and Good Faith Affidavit** is provided for correcting a filed report.
- Copy of **Candidate/Officeholder Report of Unexpended Contributions Instruction Guide and Form C/OH; and Designation of Final Report by Candidate:** For your use later.
- **2014 Filing Schedule for Local Candidates and Officeholders:** Showing dates for filing candidate forms and campaign finance reports, which you will want to remember.
- Copy of **Code of Fair Campaign Practices Act and Form CFCP:** Subscription to the Code of Fair Campaign Practices is voluntary and may be filed with the submission of a campaign treasurer appointment form or at any other time.
- Copy of **City of Sugar Land Development Code, Chapter 4, Sign Regulations and Political Signage; and Resolution for Placement of Signage on City Property used as Polling Location:** Review the provisions of the ordinance and resolution prior to erecting election campaign signage to ensure that all requirements are being met and that such signage is in compliance with the ordinance and resolution. **Compliance will ensure that Code Enforcement does not remove your signage for code violation.**

Also provided for your review and information is a copy of:

- *City of Sugar Land Home Rule Charter as amended May 2011*
- *City of Sugar Land Rules of Ethical Conduct (Adopted by ordinance governing elected officials, and members of city boards and commissions while acting in official capacity representing the city)*
- *City of Sugar Land Vision 2025 and Guiding Principles*
- *City of Sugar Land Comprehensive Annual Financial Report, Fiscal Year Ended September 30, 2012 (FY 2013 Report will be provided February 2014)*
- *City of Sugar Land 2013 Annual Report (Will be provided January 2014)*
- *City of Sugar Land 2014 Budget In Brief*
- *City of Sugar Land City Limit Map*
- *City of Sugar Land Logo Policy*
- *City of Sugar Land 2014 Calendar*

**CANDIDATES FOR CITY OFFICERS' ELECTION  
DECEMBER 16, 2013  
PAGE FOUR**

The following documents are available for review upon request:

- *City of Sugar Land Comprehensive Plan and Land Use Plan*
- *City of Sugar Land Thoroughfare Plan*
- *City of Sugar Land Master Plans*
- *City of Sugar Land Code of Ordinances and Development Code; available on the City web site [http://www.sugarlandtx.gov/city\\_hall/city\\_secretary/city\\_codes/index.asp](http://www.sugarlandtx.gov/city_hall/city_secretary/city_codes/index.asp)*

The Staff of the Office of the City Secretary and the City of Sugar Land look forward to working with you during the election period. If you have questions or I can be of assistance to you, please contact the Office of the City Secretary, telephone number (281-275-2730) or come by the office located in City Hall, 2700 Town Center Boulevard North, Suite 122.

Your interest in municipal government is appreciated. I trust that this will be a positive and exciting experience for you and your campaign supporters.

Sincerely,

Glenda Gundermann, TRMC, CMC  
City Secretary

Enclosures

Election/candidate letter May 10, 2014